

1 **THE CITY OF WOODCREEK**
2 **RESOLUTION NO. _____**
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6 **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS,**
7 **ADOPTING RECORDS MANAGEMENT PLAN**
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9 WHEREAS the City Council has reviewed the need to update the City’s Records
10 Management Plan on file with the Texas State Library and Archives
11 Commission; and
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13 WHEREAS records retention requirements enable long-term planning and assist in
14 cost effective and efficient recordkeeping practices; and
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16 WHEREAS the City Council finds that amendment of the Records Management Plan
17 is in the public interest and necessary for the efficient and effective
18 administration of City business.
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21 **NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF**
22 **WOODCREEK, THAT:**
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24 **I.**
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26 The document entitled, “City of Woodcreek Records Management Plan” is hereby approved and
27 adopted for purposes of maintaining all City records.
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29 **II.**
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31 The City Council finds that the “City of Woodcreek Records Management Plan” is hereby
32 adopted on December 11, 2024, and directs City Staff to implement the City of Woodcreek
33 Records Management Plan to achieve compliance with State law and file same with the Texas
34 State Library and Archives Commission as required.
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36 **III.**
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38 City Staff are also instructed to include a copy of this Resolution and the City of Woodcreek
39 Records Management Plan enacted by this Resolution, in and among the records of the City.
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41 **IV.**
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43 The meeting at which this Resolution was passed was open to the public, and that public notice
44 of the time, place and purpose of said meeting was given as required by the Open Meetings Act,
45 Texas Government Code, Chapter 551.
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47 This Resolution shall be effective immediately upon adoption.
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50 PASSED, APPROVED AND RESOLVED, this the 11th day of December, 2024, by a vote
51 of
52
53 _____ Yea to _____ Nay to _____ Abstentions vote of the City Council of
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55 Woodcreek, Texas.
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61 PLACE
62 CITY SEAL
63 HERE
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Jeff Rasco, Mayor

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ATTEST:

Jim Burton, City Administrator

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APPROVED AS TO FORM:

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City Attorney's Office

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